

TOPIC 3: ESTABLISHING EMPLOYEE DEDUCTIONS

After establishing an employee in the SAM II database, it is necessary to establish the employee's deductions. Each employee is associated with a specific deduction policy. A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. The deduction policy that will affect an employee is first established when the position information is entered on the Position Status Maintenance (PSMT) transaction. When the Title/Sub-title field is completed on the PSMT, the position is automatically associated with the appropriate deduction policy for that specific Title/Sub-title.

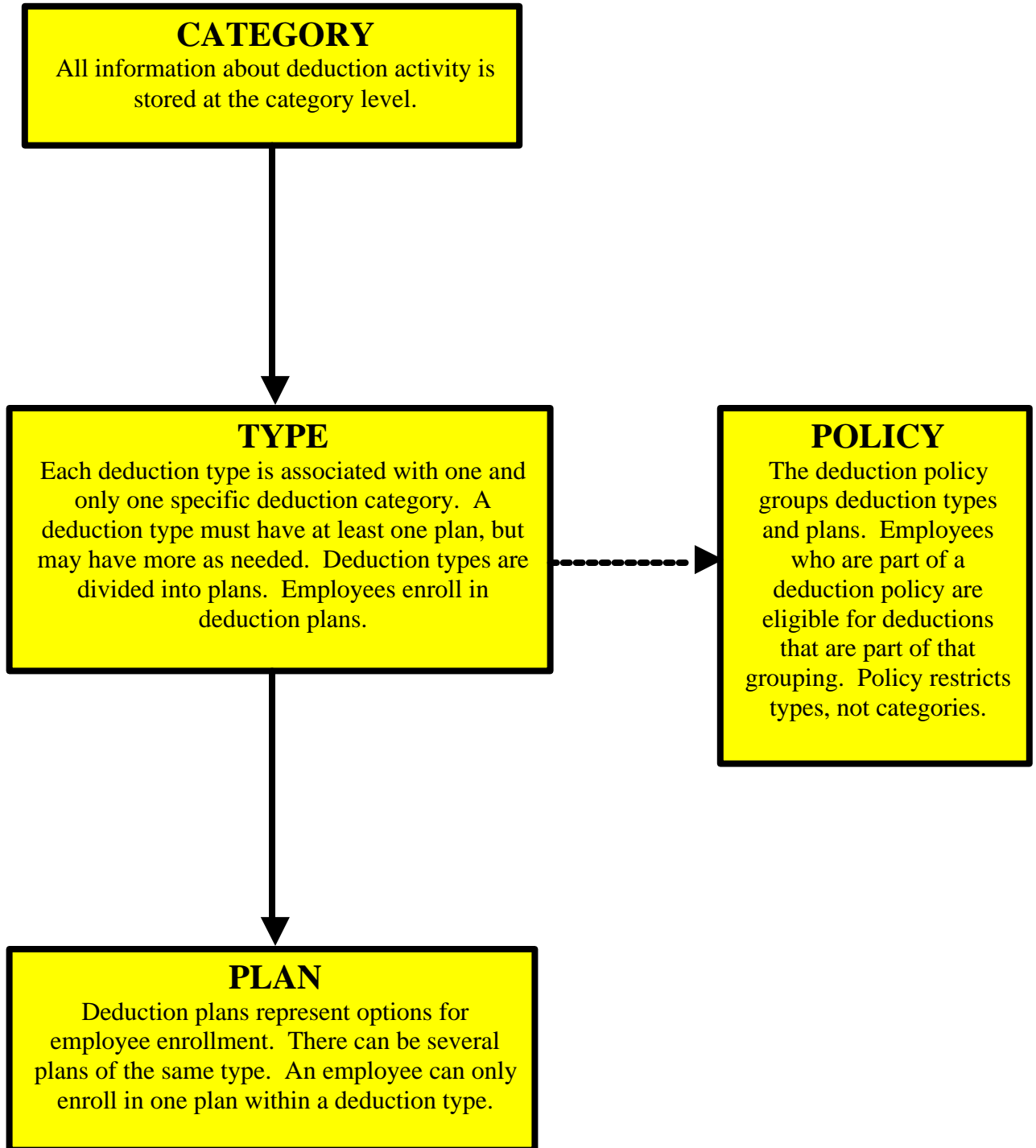
The purpose of this topic is to provide an explanation and description of the transactions necessary to establish the various employee deductions. Specifically, three transactions will be covered: Employee Tax Parameters (TAX); Miscellaneous Deductions (MISC); and the Savings Bond Deductions (SAVB). Appropriate staff in the agencies will enter information on the TAX, MISC and SAVB transactions. The Net Pay Electronic Funds Transfer (EFT) transaction will be entered and approved by the Office of Administration/Division of Accounting upon agency request. Agencies will have view access only to the EFT transaction.

At the end of this topic, you will be able to:

- Complete, change and expire the Employee Tax Parameters (TAX) window.
- Complete, change and expire the Miscellaneous Deductions (MISC) window.
- Complete, change and expire the Savings Bond Deductions (SAVB) window.



CONCEPT OF DEDUCTION CATEGORY, POLICY, TYPE, AND PLAN





ESTABLISHING EMPLOYEE DEDUCTIONS

In order to understand deduction processing, it is necessary to understand the underlying setup of deductions. The place to start is with an explanation/definition of each of the hierarchical levels of categories, policies, types and plans in the SAM II system. The following information, along with the diagram on the left, will aid in the explanation.

Deduction Category – Each deduction type is associated with a specific deduction category. All information about deduction activity is stored at the category level. The category is used for summarizing deduction totals for reporting purposes, check printing, and employee inquiries.

Deduction Policy – A deduction policy is comprised of deduction types and deduction plans available to certain groups of employees. Deduction policies have been established to acknowledge the various deductions affecting employees of the State of Missouri. Each employee appointment has a deduction policy associated with it. Separate deduction policies have been established for each agency that has deductions unique to its organization. The system automatically checks to see that an employee is eligible for specific deductions according to their policy. The employee's deduction policy is established on the Position Status Maintenance (PSMT) window through either the position's Title/Sub-title or through the override Benefits Policy field.

Deduction Type – The deduction type establishes high level deduction characteristics of processing order, whether the deduction will be taken until it reaches a goal, where to obtain the rate - table driven or specific for individual employees. Deduction type is the general level at which a deduction is set up. Deduction types can be divided into deduction plans, and employees enroll in deduction plans.

Deduction Plan – The deduction plan establishes the detailed level of each deduction type, such as whether the deduction is a fixed amount or percentage-based. Deduction plans represent options for employee enrollment. There may be several plans of the same deduction type. The employee can enroll in only one deduction plan within each deduction type; however, the employee can be enrolled in more than one deduction type.



EMPLOYEE TAX PARAMETERS (TAX)

File Edit Display Process Window Help

→ [Icons]

Employee Tax Parameters

Name

Employee ID Appointment ID

Effective Date Expiration Date

Tax Class Marital Status Tax Allowance

FICA Class Federal Tax

Last W-4 File Date State Tax

State

Additional State

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1						
2						
3						
4						
5						
6						



NOTES



EMPLOYEE TAX PARAMETERS (TAX) TRANSACTION

All state employees are subject to tax withholdings. Tax withholdings may include Federal, State, OASDI, Medicare and/or Local Taxes. Also included may be Earned Income Credit (EIC). Federal tax withholding is identified through the Employee's Withholding Allowance Certificate (W-4); state tax withholding is identified through a Missouri Department of Revenue Employee's Withholding Allowance Certificate (MO W-4); OASDI tax and Medicare are currently withheld at specific rates, unless the employee is exempt from withholdings.

Earned Income Credit (EIC) is established as a deduction in the SAM II system although it is a *negative* deduction because it is given back to the employee. Earned Income Credit (EIC) results in more take-home pay for qualified individuals. The two methods of attaining EIC are:

- An eligible individual can get all the EIC when they file their federal tax return. In this situation the EIC will not be entered on the TAX window.
- An eligible individual can receive a portion of the EIC in advance with each paycheck and the remainder when they file their tax return. An employee who is eligible to receive a portion of the EIC in advance must provide their agency with a completed IRS Form W-5 Advanced Earned Income Credit (EIC). It is the agency's responsibility to enter employee EIC information on the Employee Tax Parameters (TAX) window, thereby adding the credit to the employee's paycheck. Form W-5s should be effective dated when entered for each calendar year. Federal regulations require employees who meet the established requirements for EIC to file a new IRS Form W-5 with the State of Missouri at the beginning of each calendar year. Failure to complete the W-5 in a timely manner may result in non-payment or a delay in payment of the EIC. The amount of EIC varies, depending on the individual's earned income and the number of qualifying children. For purposes of calendar year end processing, the Office of Administration/Division of Accounting will notify agencies annually of EIC-eligible employees.

The SAM II system allows agencies to enroll and modify employee income tax deductions on the Employee Tax Parameters (TAX) window. The TAX window is also used to record and view information on an employee's tax class, tax deductions, tax status, and tax allowance.

The TAX window assigns an employee to a tax class and a FICA class. Tax class determines the types of taxes (federal, state and/or local) that must be withheld and by eligibility to claim tax exemptions. It allows a group of employees to receive the same tax deductions. FICA class dictates which FICA (OASDI) and Medicare deductions are to be taken. Any deductions in the tax class or FICA class will be deducted from the employee's check.



EMPLOYEE TAX PARAMETERS (TAX)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Employee Tax Parameters

Name:

Employee ID: Appointment ID:

Effective Date: Expiration Date:

Tax Class: Marital Status:

FICA Class: Federal Tax:

Last W-4 File Date: State Tax:

Tax Allowance:

Federal:

State:

Additional State:

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1						
2						
3						
4						
5						
6						

Navigator

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EMPLOYEE TAX PARAMETERS (TAX)

SCENARIO

The following information was acquired from Johnny Ray's Employee Withholding Allowance Certificate (W-4) and Missouri Department of Revenue Employee's Withholding Allowance Certificate (MO W-4): Married and claiming two allowances. In addition, Johnny resides in Kansas City, and is therefore subject to the 1% (0.01) Kansas City tax. Finally, Johnny wishes to have an additional \$20.00 of federal taxes taken out of each paycheck.

Let's complete the TAX window using Johnny Ray's TAX information.

Step 1 To open TAX from the SAM II Desktop Navigator window, click on the Go To icon. Type **TAX** in the **CODE** column header. Click the **<OPEN>** button.

Step 2 Populate the following fields on the TAX window.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID – Required. Enter employee's social security number. **SEE STUDENT CARD.**

APPOINTMENT ID - Required. Enter an asterisk **[*]** to indicate that all of the employee's appointments are to be subject to the same tax information. Type *****.

EFFECTIVE DATE - Required. Enter the date the information becomes effective. Type **TODAY'S DATE.**

EXPIRATION DATE - Optional. Enter the last date the information is in effect. Default is 99/99/99.



EMPLOYEE TAX PARAMETERS (TAX)

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File Edit Display Process Window Help

Employee Tax Parameters

Name:

Employee ID: Appointment ID:

Effective Date: Expiration Date:

Tax Class: Marital Status: Tax Allowance:

FICA Class: Federal Tax: State Tax: Federal: State: Additional State:

Last W-4 File Date:

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1						
2						
3						
4						
5						
6						

Navigator

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NOTES



EMPLOYEE TAX PARAMETERS (TAX)

Step 2 Continue to populate the fields on the TAX window.

TAX CLASS - Required. Enter the code to indicate the employee's tax class. Tax class determines the types of taxes (federal, state taxes, and EIC) that must be withheld and by eligibility to claim tax exemptions. Valid values are 1 (Federal and State) and 4 (Federal, State, and EIC). Type 1.

NOTE: If you have an employee who claims exempt from either Federal, State, or both, use code 1 and enter M for the MARITAL STATUS and 99 for the TAX ALLOWANCE for whichever tax the employee is claiming as exempt.

FICA CLASS - Required. Enter the employee's FICA (OASDI) class. FICA class dictates which FICA and Medicare deductions are to be taken. Refer to the FICA Class (FICL) window for valid values. Type 1.

Note: If an employee holds more than 1 appointment with the state, and one of those appointments is FICA exempt while the others are not, a separate TAX transaction must be processed for each appointment. All fields on the TAX windows should be the same except for **FICA CLASS**. **FICA CLASS** is appointment-specific, not employee-specific.

LAST W-4 FILE DATE - Optional. Enter the date that a W-4 was last filed.

Marital Status

FEDERAL TAX - Optional. Enter the employee's tax marital status (as declared on the W-4). Refer to the Tax Marital Status (TAXM) window for valid values. Type M.

STATE TAX - Optional. Enter the code of the marital status claimed on the employee's state withholding forms. Select one of the following values: C = EIC (married and only member filing for EIC); M = Married, spouse not working; B = Married, spouse working; H = Head of Household; S = Single. Type M.

NOTE: All of the following statuses will be used in conjunction with the Tax Class of 4, which is for Federal, State, and EIC. If using Federal Marital Status of C, tax will be withheld at the Married rate with one EIC certificate. If using Federal Marital Status of M, tax will be withheld at Married rate with two EIC certificates. If using the Federal Marital Status of S or H, tax will be withheld at the Single rate with one EIC certificate. When an employee has EIC certificates, State withholding is not affected.



EMPLOYEE TAX PARAMETERS (TAX)

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File Edit Display Process Window Help

Employee Tax Parameters

Name:

Employee ID: 050 - 31 - 0001 Appointment ID: *

Effective Date: 05 / 17 / 00 Expiration Date: / /

Tax Class: 1 Marital Status: Federal Tax: M Tax Allowance: Federal: 2

FICA Class: 1 State Tax: M State: 2

Last W-4 File Date: / / Additional State:

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1	KCTAX	KCTAX	05 17 00			.01
2						
3						
4						
5						
6						

Navigator

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EMPLOYEE TAX PARAMETERS (TAX)

Step 2 Continue to populate the fields on the TAX window.

Tax Allowance

FEDERAL - Optional. Enter the number of allowances claimed on the W-4. Type 2.

STATE - Optional. Enter the number of allowances claimed on the MO W-4. If **B** is entered in the Marital Status-State Tax field, enter 1 or 0 in this field and any additional allowances over 1 in the Tax Allowance-Additional State field. If **M** is entered in the Marital Status-State Tax field, enter 2, 1, or 0 in this field and any additional allowances over 2 in the Tax Allowance-Additional State field. If **H** is entered in the Marital Status-State Tax field, enter 1-4 in this field and any additional allowances over 4 in the Tax Allowance-Additional State field. If **S** is entered in the Marital Status-State Tax field, enter 1 or 0 in this field and any additional allowances over 1 in the Tax Allowance-Additional State field. Type 2.

ADDITIONAL STATE – Optional. Enter the additional allowances claimed on the W-4. See the State field (above) for further instructions.

DEDUCTION TYPE - Optional. Enter the code for the appropriate deduction type of the additional withholding. Refer to the Deduction Type (DEDT) window for valid values. NOTE: This field is required if an employee requests an additional amount be withheld for state or federal taxes (i.e., ADFTX and ADSTX). If an employee is subject to city earnings tax, enter the DEDT code specific to that city (i.e., KCTAX or STLTX). Type KCTAX on the first line.

DEDUCTION PLAN - Conditional. Required if Deduction Type is completed; otherwise, leave blank. Enter the code for the appropriate deduction plan of the additional withholding. Refer to the Deduction Plan (DPLN) window for valid values. Type KCTAX on the first line.



EMPLOYEE TAX PARAMETERS (TAX)

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File Edit Display Process Window Help

Employee Tax Parameters

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID: *

Effective Date: 05 / 17 / 00 Expiration Date: 99 / 99 / 99

Tax Class: 1 Marital Status: Federal Tax: M Tax Allowance: Federal: 2

FICA Class: 1 State Tax: M State: 2

Last W-4 File Date: / / Additional State:

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1	KCTAX	KCTAX	05 17 00	99 99 99	0.00	0.010000
2	ADFTX	ADFTX	05 17 00	99 99 99	20.00	0.000000
3						
4						
5						
6						

Navigator

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NOTES

EMPLOYEE TAX PARAMETERS (TAX)

Step 2 Continue to populate the fields on the TAX window.

EFFECTIVE DATE – Conditional. Required if Deduction Type is completed; otherwise, leave blank. Enter the date the additional withholding becomes effective. The system initially takes the deduction in the first pay period processing cycle equal to or later than the effective date. Type **TODAY'S DATE** on the first line.

EXPIRATION DATE - Optional. Enter the last date the deduction information is in effect. Default is 99/99/99.

DEDUCTION AMOUNT - Optional. If an employee requests additional Federal or Missouri State tax withholding, enter the appropriate amount.

DEDUCTION RATE - Optional. Enter the percentage of the additional Federal or Missouri State tax withholding deduction, if any. Enter the percentage as a decimal (i.e., enter 15% as .15).

NOTE: For St. Louis and KC local taxes, leave the deduction rate field blank if the employee works full time. The St. Louis and KC tax rates (1%) established on the Deduction Plan (DPLN) will be applied. If the employee works less than full time, enter the applicable percentage of tax rate (ex. enter “.005” for employee that works 50%).

Step 3 Enter the following information on Line 2 of the TAX window for Johnny's additional federal tax withholding:

DEDUCTION TYPE: **ADFTX**

DEDUCTION PLAN: **ADFTX**

EFFECTIVE DATE: **TODAY'S DATE**

DEDUCTION AMOUNT: **20**

Step 4 Select **Process: Update**. A message box appears asking you if you want to update all of the lines that you changed. Click the <YES> button.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 4. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

Step 5 Close the TAX transaction.

EMPLOYEE TAX PARAMETERS (TAX)

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File Edit Display Process Window Help

Employee Tax Parameters

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID: *

Effective Date: 05 / 17 / 00 Expiration Date: 99 / 99 / 99

Tax Class: 1 Marital Status: Federal Tax: M Tax Allowance: Federal: 1

FICA Class: 1 State Tax: M State: 1

Last W-4 File Date: / / Additional State: 0

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1	ADFTX	ADFTX	05 17 00	99 99 99	20.00	0.000000
2	KCTAX	KCTAX	05 17 00	99 99 99	0.00	0.010000
3						
4						
5						
6						

Navigator

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NOTES



CHANGING THE EMPLOYEE TAX PARAMETERS (TAX) TRANSACTION

Johnny Ray wants to change his Federal and State Tax Allowances to 1 instead of 2.

In order to change the Federal and State tax allowances the information must be changed on the TAX window.

Step 1 Open the **TAX** window.

Step 2 Enter the required information in the following field.

EMPLOYEE ID – SEE STUDENT CARD.

APPOINTMENT ID – Type *.

Select **Display: Browse Data.**

Step 3 Enter the information you are changing on the TAX window.

EFFECTIVE DATE – Type TODAY'S DATE.

Tax Allowance

FEDERAL – Type 1.

STATE – Type 1.

Step 4 Select **Process: Update** to save the updated information.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 4. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

Step 5 Close the TAX transaction.



EMPLOYEE TAX PARAMETERS (TAX)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Employee Tax Parameters

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID: *

Effective Date: 05 / 17 / 00 Expiration Date: 99 / 99 / 99

Tax Class: 1 Marital Status: Federal Tax: M Tax Allowance: Federal: 1

FICA Class: 1 State Tax: M State: 1

Last W-4 File Date: / / Additional State: 0

	Deduction Type	Deduction Plan	Effective Date	Expiration Date	Deduction Amount	Deduction Rate
1	ADFTX	ADFTX	05 17 00	99 99 99	20.00	0.000000
2	KCTAX	KCTAX	05 17 00	06 01 00	0.00	0.010000
3						
4						
5						
6						

Navigator

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NOTES



EXPIRING INCOME TAX DEDUCTIONS

The next procedure to cover will be terminating income tax deductions. This would be necessary if, for example, an employee is no longer required to pay city earnings tax (employee transfers from Kansas City or St. Louis to a city where local city earnings tax is not applicable). All refunds, both current and prior year, will then be processed by the appropriate city back to the employee. Agencies will be responsible for making the appropriate changes to the employee's personnel records via the TAX window. Once the TAX window expiration date field has been entered and processed in the system, the city earnings tax withholding will no longer be deducted from the employee's check.

Johnny Ray has moved out of Kansas City. You therefore need to expire his Kansas City tax withholdings from the SAM II HR/Payroll system.

Follow the steps below to expire Johnny Ray's Kansas City tax withholdings.

Step 1 To open TAX from the SAM II Desktop Navigator window, click on the Go To icon. Type **TAX** in the **CODE** column header. Click on the **<OPEN>** button.

Step 2 Enter the required information in the following fields.

EMPLOYEE ID – **SEE STUDENT CARD.**

APPOINTMENT ID – Type *****.

Select **Display: Browse Data.**

Step 3 Enter the date that you wish to stop the deduction in the **EXPIRATION DATE** field on the **KCTAX** entry line of the TAX window.

EXPIRATION DATE – Type **FIRST DAY OF NEXT PAY PERIOD**

Note: If you want to expire the entire TAX transaction, enter the expiration date in the **EXPIRATION DATE** field in the header section of the TAX window.

Step 4 Once the modification to the expiration date field has been completed, select **Process: Update** to expire the deduction.

Step 5 Close the TAX transaction.



MISCELLANEOUS DEDUCTIONS (MISC)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Miscellaneous Deductions

Name Effective Date / /

Employee ID Appointment ID Expiration Date / /

Deduction Information

Type Override Amount Goal Amt / Installments

Plan Override Rate Contribution to Goal

EFT Information

Electronic Transfer ☐ Yes ☐ No ☒ N/A

Account Type ☐ Savings ☐ Checking ☒ N/A

ABA Routing #

Account #

Prenote Issue Date / /

Recipient Information

Override Vendor Address

Last Name

First Name City State

MI Zip Code Country

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NOTES



MISCELLANEOUS DEDUCTIONS (MISC)

The Miscellaneous Deductions (MISC) window is used to enter, modify, or expire an employee's miscellaneous deductions. Miscellaneous deductions in the State of Missouri include:

- non-state sponsored health, vision, and dental
- retirement
- credit union deductions
- charitable contributions
- tax-sheltered annuities
- state sponsored life insurance

A deduction entered for an employee must be one for which the employee is eligible, as outlined in their deduction policy. If the employee is ineligible, the system will produce an error message.

NOTE: When establishing **Optional Life** for a new employee, you must enter an expiration date of December 31st of the current year. This expiration date is only applicable to **new hires** and any **changes** made to the Optional Life insurance throughout the year.

Imputed Wages

In addition, certain fringe benefit payments are classified as “accountable” plans and are subject to IRS Guidelines. These are also referred to as imputed wages. Accountable plans provide for tax exempt benefits provided by the employer within the following guidelines:

- Each expense must be substantiated within a reasonable period of time by the employee.
- Any excess reimbursement of the expenses substantiated must be returned by the employee to the employer within a reasonable period of time.
- Employers may provide allowances, advances or reimbursement for business expenses that are allowable by the IRS as deductions of the employee.
- All expenses and reimbursements must have the proper documentation for administrative and auditing purposes.

These fringe benefits include Automobile Commute, Educational Reimbursement; Employer Paid Group-Term Life Insurance (refer to Treasury Regulations Section 79 for calculation); Moving Expenses (Qualifying/Non-Qualifying); Telephone Allowance; Tuition Credit; and Uniform Allowance.

If the deduction is to be taken on an on-going basis, it can be set-up on the MISC window. If it is not a regular, on-going deduction, then a One-Time Deduction (1DED) transaction is used.



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File Edit Display Process Window Help

Miscellaneous Deductions

Name: Effective Date: 05 / 17 / 00

Employee ID: 050 - 31 - 0001 Appointment ID: Expiration Date: / /

Deduction Information

Type: MCU Override Amount: Goal Amt / Installments:

Plan: MCU Override Rate: Contribution to Goal:

EFT Information

Electronic Transfer: Account Type: ABA Routing #:

Yes Savings

No Checking

N/A N/A Account #: Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:

Last Name:

First Name: City: State:

MI: Zip Code: Country:

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MISCELLANEOUS DEDUCTIONS (MISC)



NOTES



MISCELLANEOUS DEDUCTIONS (MISC)

Remember our scenario when we completed the TAX window. Johnny Ray also chose a credit union deduction of \$25.00 per pay period, and a one-time charitable campaign contribution of \$60.00

Let's complete the MISC window using Johnny Ray's deduction information.

Step 1 To open MISC from the SAM II Desktop Navigator window, click on the Go To icon. Type **MISC** in the **CODE** column header. Click on the Open button.

Step 2 Populate the following fields on the MISC window.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

Select **Display: Browse Data.**

Step 3 Continue to populate the fields on the MISC.

APPOINTMENT ID - Optional. Enter the appropriate appointment ID if the employee holds more than one appointment. Enter an asterisk (*) if the deduction affects all appointments. Leave blank to indicate the employee's primary appointment.

EFFECTIVE DATE - Required. Enter the date the new or changed deduction takes effect. Type **TODAY'S DATE.**

EXPIRATION DATE - Optional. Enter the last date the deduction is in effect. This will default to 99/99/99.

Deduction Information

TYPE - Required. Enter the appropriate code to specify the type of deduction being established. Refer to the Deduction Type (DEDT) window for valid values. Type **MCU.**

PLAN - Required. Enter the code which denotes the deduction plan appropriate for the deduction type. Refer to the Deduction Plan (DPLN) window for valid values. Type **MCU.**



MISCELLANEOUS DEDUCTIONS (MISC)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

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Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 05 / 17 / 00

Employee ID: 050 - 31 - 0001 Appointment ID: [] Expiration Date: 99 / 99 / 99

Deduction Information:

Type: MCU	Override Amount: 25.00	Goal Amt / Installments: []
Plan: MCU	Override Rate: 0.000000	Contribution to Goal: []

EFT Information:

Electronic Transfer	Account Type	ABA Routing #
<input type="radio"/> Yes	<input type="radio"/> Savings	Account #
<input type="radio"/> No	<input type="radio"/> Checking	Prenote Issue Date
<input checked="" type="radio"/> N/A	<input checked="" type="radio"/> N/A	/ /

Recipient Information:

Override Vendor	Address
Last Name	
First Name	City State
MI	Zip Code Country

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NOTES



MISCELLANEOUS DEDUCTIONS (MISC)

Step 3 Continue to populate the fields on the MISC.

OVERRIDE AMOUNT - Conditional. Enter the dollar amount to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: Employee Override Allowed radio button is *Required*, the system does not identify a standard flat amount or rate, and Override Deduction Rate is blank. Optional if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *Yes*. Not allowed if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *No*. Type 25.

Note: The State of Missouri does not have any deductions that are both flat amount and a rate.

OVERRIDE RATE - Conditional. Enter the rate to be deducted from the employee's pay if the Deduction Plan (DPLN) window has the following information: Employee Override Allowed is *Required*, it does not identify a standard flat amount or rate, and both Override Deduction Rate and Override Deduction Amount are blank. Optional if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *Yes*. Not allowed if the Employee Override Allowed field on the Deduction Plan (DPLN) window is *No*.

GOAL AMT/INSTALLMENTS - Conditional. Enter the total dollar amount or the number of installments to be collected from the employee by this deduction if it is goal-oriented.

CONTRIBUTION TO GOAL - Conditional. Enter the amount that the employee has already contributed toward the deduction goal if applicable.

Note: The State of Missouri will not use the **EFT Information** or the **Recipient Information** fields. Do not complete any information in the remaining fields on the MISC window.

Step 4 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

Step 5 Close the MISC transaction.



MISCELLANEOUS DEDUCTIONS (MISC)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 05 / 17 / 00

Employee ID: 050 - 31 - 0001 Appointment ID: Expiration Date: 06 / 01 / 00

Deduction Information

Type: MSECC Override Amount: 60.00 Goal Amt / Installments:

Plan: MSECC Override Rate: 0.000000 Contribution to Goal:

EFT Information

Electronic Transfer: ☐ Yes ☐ No ☒ N/A

Account Type: ☐ Savings ☐ Checking ☒ N/A

ABA Routing #: Account #: Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:

Last Name: City: State:

First Name: Zip Code: Country:

MI:

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NOTES



MISCELLANEOUS DEDUCTIONS (MISC)

Now let's complete the MISC window using the one-time charitable campaign contribution of \$60.00.

Step 1 Open a new **MISC** window.

Step 2 Populate the following fields on the MISC window.

EMPLOYEE ID - SEE STUDENT CARD.

EFFECTIVE DATE - Type TODAY'S DATE.

EXPIRATION DATE – Type FIRST DAY OF NEXT PAY PERIOD.

Deduction Information

TYPE - Type MSECC.

PLAN - Type MSECC.

OVERRIDE AMOUNT - Type 60.

Step 3 Select **Process: Update.**

Step 4 Close the MISC transaction.



MISCELLANEOUS DEDUCTIONS (MISC)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 05 / 17 / 00

Employee ID: 050 - 31 - 0001 Appointment ID: Expiration Date: 06 / 01 / 00

Deduction Information

Type: MSECC Override Amount: 50.00 Goal Amt / Installments:

Plan: MSECC Override Rate: 0.000000 Contribution to Goal:

EFT Information

Electronic Transfer: ☐ Yes ☐ No ☒ N/A

Account Type: ☐ Savings ☐ Checking ☒ N/A

ABA Routing #: Account #: Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:

Last Name: City: State:

First Name: Zip Code: Country:

MI: -

UPDATE WAS SUCCESSFUL Messages Tran ID: 000517006653 7:26 PM 05/17/00



NOTES



CHANGING THE MISCELLANEOUS DEDUCTIONS (MISC)

Johnny Ray wants to change his campaign contribution deduction to \$50.00.

In order to change the deduction amount, information must be changed on the MISC window.

Step 1 Open a new **MISC** window.

Step 2 Enter the required information in the following fields:

EMPLOYEE ID – SEE STUDENT CARD.

EFFECTIVE DATE – Type TODAY'S DATE.

Deduction Information

DEDUCTION TYPE – Type MSECC.

Step 3 Select **Display: Browse Data.**

Step 4 Enter the information you are changing on the MISC window.

EFFECTIVE DATE – Type TODAY'S DATE.

Deduction Information

OVERRIDE AMOUNT – Type 50.

Step 5 Select **Process: Update.**

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 5. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

Step 6 Close the MISC transaction.



MISCELLANEOUS DEDUCTIONS (MISC)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Miscellaneous Deductions

Name: RAY, JOHNNY Effective Date: 05 / 17 / 00

Employee ID: 050 - 31 - 0001 Appointment ID: Expiration Date: 06 / 01 / 00

Deduction Information

Type: MCU Override Amount: 25.00 Goal Amt / Installments:

Plan: MCU Override Rate: 0.000000 Contribution to Goal:

EFT Information

Electronic Transfer: ☐ Yes ☐ No ☒ N/A

Account Type: ☐ Savings ☐ Checking ☒ N/A

ABA Routing #: Account #: Prenote Issue Date: / /

Recipient Information

Override Vendor: Address:

Last Name: City: State:

First Name: Zip Code: Country:

MI: -

UPDATE WAS SUCCESSFUL Messages Tran ID: 000517006654 7:27 PM 05/17/00



NOTES



EXPIRING MISCELLANEOUS DEDUCTIONS

Indecisive Johnny Ray has now decided he no longer wishes to have a credit union deduction.

Follow the steps below to expire Johnny Ray's credit union deduction.

Step 1 Open a new **MISC** window.

Step 2 Enter the required information in the following fields:

EMPLOYEE ID – SEE STUDENT CARD.

Deduction Information

TYPE – Type MCU.

Step 3 Select **Display: Browse Data**.

Step 4 Enter the date you wish to expire the deduction in the Header portion of the MISC window.

EXPIRATION DATE – Type FIRST DAY OF NEXT PAY PERIOD.
This date will be the employee's termination date.

Step 5 After the modification to the expiration date field has been completed, select **Process: Update** to expire the deduction.

Step 6 Close the MISC transaction.

NOTE: When an employee terminates their employment with the State of Missouri then the Agency should expire any of the terminating employee's deductions that have been entered on the Miscellaneous Deductions (MISC) or the Savings Bond Deduction (SAVB) transactions. Do not expire the employee's TAX transaction.



SAVINGS BOND DEDUCTIONS (SAVB)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

➔ [Icons]

Savings Bond Deduction

Name []

Employee ID [] Appointment ID []

Effective Date [/ /] Expiration Date [/ /]

Deduction Type [] Deduction Plan []

Deduction Amount [] Deduction Rate []

Contribution to Goal []

Owner Information

Name [] []

Address []

City [] State [] Social Security # [- -]

Zip [] Country []

Beneficiary / Co-owner Information

Name [] ☐ Beneficiary ☐ Co-owner ☒ None

Social Security # [- -] Recipient ☐ Estate ☐ Charity ☒ None

Navigator []

Messages Tran ID: [] 7:28 PM 05/17/00



NOTES



SAVINGS BOND DEDUCTIONS (SAVB)

The Savings Bond Deduction (SAVB) window is used to record, modify, and expire employee savings bond deductions.

The State of Missouri offers employees the following options in the purchasing of savings bonds:

- Withhold the entire bond purchase cost each pay period
- Withhold only a portion of the bond(s) purchase costs per pay period

If the employee transfers to a new agency, the bond carry-over amount will transfer with them. The carry-over amount remains active indefinitely until the goal has been reached. A savings bond deduction will be entered as Cyclical Goal Oriented on the Deduction Type (DEDT) table. A deduction can be entered as Not Goal Oriented, Goal Oriented, or Cyclical Goal Oriented. Goal-Oriented deductions require that a specified amount, or goal, be reached. Some deductions are goal-oriented and are no longer deducted after the specified amount (goal amount) is satisfied. Goal-oriented deductions can either be cyclical or non-cyclical. Cyclical goal-oriented deductions start over once the goal amount has been reached. Non-cyclical goal-oriented deductions terminate once the goal has been reached. If you want to purchase a savings bond for \$100.00 and set up your deduction for \$25.00 per pay period, a savings bond will be purchased when your goal of \$50.00 is reached. The next pay period, another \$25.00 will be deducted towards the purchase of a second \$100.00 savings bond.



SAVINGS BOND DEDUCTIONS (SAVB)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Savings Bond Deduction

Name

Employee ID Appointment ID

Effective Date Expiration Date

Deduction Type Deduction Plan

Deduction Amount

Contribution to Goal

Deduction Rate

Owner Information

Name

Address

City State

Zip Country

Social Security #

Beneficiary / Co-owner Information

Name

Social Security #

Recipient ☐ Beneficiary ☐ Co-owner ☒ None

☐ Estate ☐ Charity ☒ None

Navigator

Messages Tran ID: 7:29 PM 05/17/00



NOTES



SAVINGS BOND DEDUCTIONS (SAVB)

Johnny Ray also wants to purchase a \$200 savings bond each month. His daughter Mary will be the beneficiary.

Let's complete the SAVB window using Johnny Ray's deduction information.

Step 1 To open SAVB from the SAM II Desktop Navigator window, click on the Go To icon. Type **SAVB** in the **CODE** column header. Click on the Open button.

Step 2 Populate the following fields on the SAVB window.

NAME – Inferred. The employee's full name (last name, first name, and middle initial) is displayed.

EMPLOYEE ID - Required. Enter the employee's social security number. **SEE STUDENT CARD.**

APPOINTMENT ID - Optional. Enter the appointment ID if the employee holds more than one appointment.

EFFECTIVE DATE - Required. Enter the date the savings bond deduction becomes effective. Type **TODAY'S DATE.**

EXPIRATION DATE - Optional. Enter the last date the deduction should be taken. This will default to 99/99/99.

DEDUCTION TYPE - Required. Enter the code for the type of deduction being taken. Refer to the Deduction Type (DEDT) window for valid values. Type **200-1.**

Note: If an employee wishes to purchase more than one bond of a particular amount, these must be entered on separate transactions with different deduction types and plans (i.e., two \$100 bonds would be entered as “100-1” and “100-2”).

DEDUCTION PLAN - Required. Enter the deduction plan for the deduction being taken. Refer to the Deduction Plan (DPLN) window for valid values (i.e., two \$100 bonds would be entered as “100-1” and “100-2”). Type **200-1.**



SAVINGS BOND DEDUCTIONS (SAVB)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Savings Bond Deduction

Name

Employee ID Appointment ID

Effective Date Expiration Date

Deduction Type Deduction Plan

Deduction Amount

Contribution to Goal

Deduction Rate

Owner Information

Name

Address

City State

Zip Country

Social Security #

Beneficiary / Co-owner Information

Name

Social Security #

Recipient ☐ Beneficiary ☐ Co-owner ☒ None

☐ Estate ☐ Charity ☒ None

Navigator

Messages Tran ID: 7:29 PM 05/17/00



NOTES



SAVINGS BOND DEDUCTIONS (SAVB)

Step 2 Continue to populate the fields on the SAVB.

DEDUCTION AMOUNT - Conditional. The State of Missouri has established Deduction Amounts on the Deduction Plan (DPLN) window. If the Savings Bond deduction amount is different than the amount entered in the Semi-monthly field on the deduction plan, enter deduction amount as instructed by the employee.

DEDUCTION RATE - Leave Blank. The State of Missouri will be using a dollar amount; therefore percentage is not applicable in the SAM II HR/Payroll system.

CONTRIBUTION TO GOAL - Leave Blank. On the Deduction Type (DEDT) window, the deduction goal has been set to Cyclical Goal-Oriented.

Owner Information

NAME - Optional. Enter the Owner Name if other than the employee. Enter the name using the three fields in the following order: FIRST NAME, MIDDLE INITIAL (optional), LAST NAME.

ADDRESS LINE 1 - Conditional. Enter the Owner Address if other than the employee's. Required if Owner Information Name was entered.

ADDRESS LINE 2 - Conditional. Optional if Address is entered and additional space is required to complete the address.

CITY - Conditional. Enter the Owner City if other than employee. Required if Owner Information Name was entered.

STATE - Conditional. Enter the Owner State if other than employee. Required if Owner Information Name was entered.

ZIP - Conditional. Enter the Owner zip code if other than employee. Required if Owner Information Name was entered.

COUNTRY - The State of Missouri default value is USA.

SOCIAL SECURITY NUMBER – Conditional. Required if Owner is other than the employee.



SAVINGS BOND DEDUCTIONS (SAVB)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Savings Bond Deduction

Name	RAY, JOHNNY		
Employee ID	050 - 31 - 0001	Appointment ID	
Effective Date	05 / 17 / 00	Expiration Date	99 / 99 / 99
Deduction Type	200-1	Deduction Plan	200-1
Deduction Amount	0.00	Deduction Rate	0.000000
Contribution to Goal			

Owner Information

Name			
Address			
City		State	
Zip		Country	
		Social Security #	- -

Beneficiary / Co-owner Information

Name	MARY RAY	<input checked="" type="radio"/> Beneficiary	<input type="radio"/> Co-owner	<input type="radio"/> None
Social Security #	555 - 66 - 7777	<input type="radio"/> Estate	<input type="radio"/> Charity	<input checked="" type="radio"/> None
Recipient				

Navigator

UPDATE WAS SUCCESSFUL Messages Tran ID:000517000781 7:30 PM 05/17/00



NOTES



SAVINGS BOND DEDUCTIONS (SAVB)

Step 2 Continue to populate the fields on the SAVB.

Beneficiary/Co-Owner Information

NAME - Optional. Enter the name of the co-owner or beneficiary. This may be the employee's name if the employee is not listed as the owner. Enter the name using the following format: FIRST NAME, MIDDLE INITIAL (optional), LAST NAME. If entering a middle initial, enter a period after the initial. Type **MARY RAY**.

BENEFICIARY/CO-OWNER INFORMATION – Required if there is a Co-owner or Beneficiary. Select a value to indicate if the name listed is a co-owner or beneficiary. Valid values are: *Beneficiary*, *Co-owner*, and *None*. Select **BENEFICIARY**.

SOCIAL SECURITY NUMBER - Optional. Enter the co-owner or beneficiary's social security number. Type **555-66-7777**.

RECIPIENT – The State of Missouri will not use this field.

Step 3 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 3. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that the update was successful.

Step 4 Close the SAVB transaction.



SAVINGS BOND DEDUCTIONS (SAVB)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Savings Bond Deduction

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID:

Effective Date: 05 / 17 / 00 Expiration Date: 99 / 99 / 99

Deduction Type: 200-1 Deduction Plan: 200-1

Deduction Amount: 20.00 Deduction Rate: 0.000000

Contribution to Goal: 0.00

Owner Information

Name: Address: Social Security #:

City: State: Zip: Country:

Beneficiary / Co-owner Information

Name: MARY RAY ☒ Beneficiary ☐ Co-owner ☐ None

Social Security #: 555 - 66 - 7777 Recipient: ☐ Estate ☐ Charity ☒ None

Navigator

UPDATE WAS SUCCESSFUL Messages Tran ID:000517000782 7:32 PM 05/17/00



NOTES



CHANGING THE SAVINGS BOND DEDUCTIONS (SAVB)

The default deduction for a \$200.00 savings bond is \$50.00 per paycheck. Johnny Ray now wants to lower his deduction amount to \$20.00 for the savings bond deduction. Since a payroll has not yet been run, and Johnny's current Contribution to Goal amount is \$0.00, the change can be made on the existing SAVB record.

Note: Refer to the Deduction Adjustments topic in this manual for procedures on adjusting the SAVB if the Contribution to Goal amount is anything other than \$0.00.

The change to the deduction amount is done on the existing SAVB record:

Step 1 Open the **SAVB** window.

Step 2 Enter the required information in the following fields:

EMPLOYEE ID – **SEE STUDENT CARD.**

Step 3 Select **Display: Browse Data.**

Step 4 Enter the information you are changing on the SAVB window.

EFFECTIVE DATE – Type **TODAY'S DATE.**

DEDUCTION AMOUNT – Type **20.**

Step 5 Select **Process: Update** to save the updated information.

Note: A deduction can be auto-terminated or non auto-terminated. Auto-terminating means that the current deduction will be automatically expired once you process another deduction for the same type and plan combination. Non auto-terminating means that you have to expire the current deduction before you establish a new deduction. If you don't do this, the new deduction you want to establish will not be validated by the system.



SAVINGS BOND DEDUCTIONS (SAVB)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Savings Bond Deduction

Name: RAY, JOHNNY

Employee ID: 050 - 31 - 0001 Appointment ID:

Effective Date: 05 / 17 / 00 Expiration Date: 08 / 17 / 00

Deduction Type: 200-1 Deduction Plan: 200-1

Deduction Amount: 20.00 Deduction Rate: 0.000000

Contribution to Goal: 0.00

Owner Information

Name:

Address:

City: State: Social Security #: - -

Zip: Country:

Beneficiary / Co-owner Information

Name: MARY RAY ☒ Beneficiary ☐ Co-owner ☐ None

Social Security #: 555 - 66 - 7777 Recipient: ☐ Estate ☐ Charity ☒ None

Navigator

UPDATE WAS SUCCESSFUL Messages Tran ID:000517000783 7:33 PM 05/17/00



NOTES



EXPIRING SAVINGS BOND DEDUCTIONS

After three months, Johnny no longer wishes to have a savings bond deduction taken out of his paycheck. You need to expire his saving bond deductions using the SAVB transaction.

Follow the steps below to expire Johnny Ray's savings bond deductions.

Step 1 Open the **SAVB** window.

Step 2 Enter the required information in the following field.

EMPLOYEE ID – **SEE STUDENT CARD.**

Step 3 Select **Display: Browse Data.**

Note: If the savings bond that you wish to expire does not come up the first time, use the **Display: More Data** command until you see the one you wish to expire.

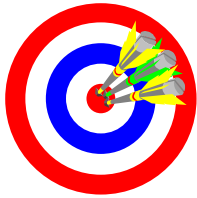
Step 4 Enter the date you wish to expire in the Header portion of the SAVB window.

EXPIRATION DATE – Type **THREE MONTHS FROM TODAY.**
This date will be the employee's termination date.

Step 5 Once the modification to the expiration date field has been completed, select **Process: Update** to expire the deduction.

Step 6 Close the SAVB transaction.

NOTE: When an employee terminates their employment with the State of Missouri then the Agency should expire any of the terminating employee's deductions that have been entered on the Miscellaneous Deductions (MISC) or the Savings Bond Deduction (SAVB) transactions. Do not expire the employee's TAX transaction.



ACTIVITY

- You need to terminate an additional income tax deduction (and it's the only additional deduction on the TAX window). How would you do this?
- You have been asked to change a credit union deduction to \$50.00 instead of \$25.00. What processes would you complete in order to do this?
- An employee wants to buy three \$100.00 savings bonds over the next three months. What processes would you complete in order to do this?



EXERCISES

Now, let's perform the required steps to complete the following task:

- An employee wishes to have a second \$100 savings bond deduction each month. No beneficiary or co-owner was named. He also wishes to set up a Missouri State Credit Union deduction of \$25 per pay period. Process the appropriate transactions in the system.

